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NOTICE NO.
LN 40-130-5

SERVICES
3 November 1954

SUBJECT: Telephones - Excessive Number of Local Calls

1. An analysis recently made of the Agency monthly telephone bill indicates that there is excessive use of Agency telephones for personal use.

2. It is believed that this excessive use of official telephones for personal calls will be greatly reduced if all employees are aware that Agency telephones are not to be used for personal calls except in cases of emergency. The following is a guide toward more efficient and economical use of Agency telephones:

a. Agency telephones are for official use only. Personal calls should be made from pay stations located in Agency buildings.

b. Use the dial codes in making calls to other Government agencies. Consult the Agency telephone directory or the "Directory for Interdepartmental Dial Telephone System" for the dial code listing. Do not dial "9" and then the Agency's telephone number, as this Agency is charged for such calls. Calls through the government dial code system are not charged.

c. Emergency use of Agency telephones for personal use should be infrequent. Regularly recurring situations should not be considered emergencies and justification for the personal use of Agency telephones.

3. If the above guide is followed by all Agency personnel, the restriction of Agency telephones to inside calls will not be necessary. However, it may be necessary to impose such restrictions if voluntary measures do not produce a sufficient reduction in the use of Agency telephones for personal calls.

4. The assistance and cooperation of all employees is requested in seeing that we effect our share of the required reduction in personal telephone calls.

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